

Attachment C

D.C. DEPARTMENT OF AGING AND COMMUNITY LIVING FY 2024 BUDGET SUMMARY SHEET

Object Class Category	DACL	Non DACL Cash	Non DACL In-Kind	TOTAL	Justification
Personnel					
Fringe Benefits					
Total Personnel cost					
Travel					
Occupancy					
Supplies/Equipment					

Communication		
Other		
Subtotal Other Cost		
Indirect Charges @12% of TPC		
Total Budget		

Attachment C

Budget Narrative Sample Format

PERSONNEL

Project Director. The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with an evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will work 25% of the time for 12 months. Based on an annual salary of \$60,000, the cost of the project will be \$60,000.

DACL Funds: \$60,000

Matching Funds: \$0

Total: \$60,000

Administrative Assistant. The Administrative Assistant receives all incoming correspondence, fields all calls and greets customers at the point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the 7 nutrition meal sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of \$24,000. The total cost of benefits @ 100% will be \$26,400.

DACL Funds: \$8,000

Matching Funds: \$18,400

Total: \$26,400

Total DACL Funds: \$68,000

Total Matching Funds: \$18,400

Total Personnel Cost: \$86,400

SUPPLIES

Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached; however, the supplies will include paper, cartridges, toner, computer software, binders, stationary, water, and books.

DACL Funds: \$2,000

Matching Funds: \$22,000 Total: \$24,000

Total DACL Funds: \$2,000
Total Matching Funds: \$22,000
Total Supply Cost: \$24,000

EQUIPMENT

Four personal computers will be purchased and installed at each of 3 sites for computer training. Each computer will be equipped with a high-speed modem and a CD-ROM drive and will cost \$24,000.

DACL Funds: \$4,000

Matching Funds: \$20,000 Total: \$24,000

A Great Server 2000 network server will be located at the project headquarters. The server will be the repository of the program client information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and will have a magnetic tape drive for backup purposes. Cost: \$14,498.

DACL Funds: \$7,249

Matching Funds: \$7,249 Total: \$14,498

Total DACL Funds: \$11,249

Total Matching Funds: \$27,249

Travel

Total Equipment Cost: \$38,498

Travel funds will be used to support social worker travel to conduct in-home assessments, screenings, and nutrition counseling sessions with homebound clients. Staff will receive reimbursement at .505 for mileage. 700 miles x .505 per mile = \$353.5

DACL Funds: \$ 0 Matching Funds: \$353.5 Total: \$353.5

Public transportation to attend meetings, conferences, and other work-related activities will be supported through the use of Metrorail passes. 75 trips @ \$1.35 per trip - \$101.25

DACL Funds: \$ 0 Matching Funds: \$101.25 Total: \$101.25

Call-N-Ride coupons will be purchased for alternative emergency transportation needs for seniors when WEHTS is unable to accommodate an essential care appointment.

DACL Funds: \$ 0 Matching Funds: \$240 Total: \$240

Funds will support bus rentals for two major group trips to the Danish Farms and Burn Brea Dinner Theater.

DACL Funds: \$ 1,700 Matching Funds: \$300 Total: \$2,000

Total DACL Funds: \$1,700

Total Matching Funds: \$994.75

Total Travel Cost: \$2,694.75

Communications

Monthly telephone and internet billing along with one organization cell phone will be supported through 2010 funds.

DACL Funds: \$ 2,000 Matching Funds: \$ 0 Total: \$2,000

Total DACL Funds: \$2,000
Total Matching Funds: \$0
Total Communications Cost: \$2,000

Occupancy

Two thousand square feet of office space located at 2222 Jelly Roll Street, NW, Washington, DC 2999 is leased from Whosoever Realty Co. to house the lead agency headquarters and a nutritional meal site program at @ \$2.00 per square foot. The monthly lease is \$4,000 and \$48,000 for the year (see Appendix 4 Lease Agreement).

DACL Funds: \$42,000 Matching Funds: \$6,000 Total: \$48,000

Utilities are averaged over a 12-month period based upon the previous year's usage as follows:

1. Gas @ \$100 mo. x12 = \$1,200
2. Electric @ \$75 mo. x 12 = \$900
3. Water – is covered in the lease = \$0
4. Trash removal 150 mo. x 12 = \$1,800
5. Snow/grass maintenance \$125 x7appointments = \$875

DACL Funds: \$4,775 Matching Funds: \$0 Total: \$4,775

IN-KIND MATCH: Memorandum of Understandings exists with Joseph Property Management for one meal site estimated @ \$120.00 month per the current market renter's rate for the area. Total annual in-kind space agreement is \$1,440 per annum.

DACL Funds: \$0 Matching Funds: \$1,440 Total: **\$1,4410 in-kind**

Total DACL Funds: \$42,000
Total Matching Funds: \$10,775
Total Occupancy Cost: \$52,775
Total In-kind: 1,440

Other Directs

Blank Check Food Service Contract provides specialty meals for birthday center events = \$400

Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks
= \$15,000

Employee Background Checks -Expenses for 85 new employee background checks at \$30.00 each = \$2,550

Copier Contract - annual service contract on cannon copier = \$2,500

Exercise Consultant- Consultant provides 26 exercise sessions annually, not to exceed two 2-hour sessions per month for 12 months
@ \$269.23 per mo. = \$7,000

DACL Funds: \$23,332 Matching Funds: \$4,118 Total: \$27,450

Total DACL Funds: \$ 23,332
Total Matching Funds: \$4,118
Total Other Directs Cost: \$27,450

INDIRECT COSTS

Administrative Clerical Pool - 2 staff @ \$12.00/ hr. x 1040 hrs. ea. = \$24,960

Facilities supplies and janitorial support services 12 mos. x \$150 =\$1,800

Accountant consultant: not to exceed 192 hrs. @ 20.00/ hr = \$3,840

Total Personnel Cost @ 7,000

DACL Funds: \$37,600

Matching Funds: \$ 0 Total: \$37,600

Total DACL Funds: \$37,600

Total Matching Funds: \$0

Total Indirect Costs: \$37,600

TOTAL FY 2020 GRANT PROGRAM FUNDING

Total DACL Grant Award Funds: \$187,881.00

Total Local Cash Matching Funds: \$83,536.75 @ 31% of total grant

Total Local In-Kind Matching Funds: \$1,440

Total Program Grant: 272,857.75

LOCAL CASH MATCH SOURCE OF FUNDS

FUND SOURCE	AMOUNT	COST ALLOCATION	PURPOSE
GSAP Grant:	\$ 7,249	Equipment	Great Server purchase
Participant Contributions:	\$ 240	Travel	Purchase of Call-N-Ride coupons
Participant Contributions:	\$ 300	Travel	Bus rental for trips

NOTE: In FY 2023, all in-kind cash **must be certified** by the funding source via a letter from the funder indicating: (1) amount of funding,
(2) disbursement date, and (3) authorization for use of matching funds.

